



Administrator Performance Appraisal **Procedure**

The Administrator Performance Appraisal is designed to help administrators achieve personal and professional excellence and contribute to the excellence and effectiveness of the college.

This appraisal process is designed to:

- ▶ Improve personal performance
- ▶ Institutionalize individual professional development and improve communication
- ▶ Strengthen the quality of communication between administrators and the campus community
- ▶ Uncover or highlight areas for improvement
- ▶ Increase employee engagement and job satisfaction

The performance appraisal includes the following components: development and prioritization of individual work goals and objectives; observation and feedback on performance by colleagues; and review of performance with the employee's supervisor.

1. Human Resources will identify employees to be evaluated.

Administrators are evaluated every other year, except in the following circumstances:

- a. Interim Administrators may be evaluated midway through the interim appointment.
- b. New hires will be evaluated after their first year of service
- c. An evaluation is requested by: 1) the administrator themselves; 2) the supervisor.

2. Human Resources will notify the Supervisor that one of their Administrators is due for an evaluation and request names of evaluators they wish to provide feedback to the employee.

- a. The Supervisor meets with the employee to choose the evaluators. The selections will be individuals that the Administrator works closely with and typically includes all direct reports, faculty representation, and classified employee representation. The total number of evaluators may vary depending on the administrator's role on campus.

3. The Supervisor sends Human Resources the names of evaluators they wish to provide feedback to the employee.

4. Human Resources contacts each evaluator requesting they complete the Performance Appraisal Feedback survey. The feedback will be due 30 days after notification.

5. **Human Resources will distribute the feedback survey results as follows:**
 - a. The supervisor and employee will receive both the quantitative and qualitative results

6. **Evaluation by Supervisor:** There will be a formal discussion between the supervisor and the employee for the following purposes:
 - a. To review the employee's overall performance & to review the Feedback survey;
 - b. To develop objectives and complete the *Individual Development Plan* for the upcoming two years.
 - c. To review and update the employee's position description.

7. **The Supervisor will submit the final Individual Development Plan to Human Resources within 30 days of receiving the feedback survey results.**
 - a. All final evaluations must be signed and dated by the Supervisor.
 - b. An up-to-date copy of the employee's position description must accompany the final evaluation.